|  |
| --- |
| **A picture containing text  Description automatically generatedEND OF PROJECT SUMMARY REPORT TEMPLATE** |
| **PROJECT NAME** |
|   |
| **PROJECT MANAGER** | **DATE PREPARED** |  |
|   |   |  |
|  |  |  |
| PROJECT DESCRIPTION |
| Brief Description of the Project |
|   |
| What was the original criteria for project success?  |
|   |
| Was the project completed according to the original expectation? |
|   |
| Additional Comments |
|   |
| PROJECT OBJECTIVES |
| **OBJECTIVE** | **DATE OF COMPLETION** | **RESPONSIBLE PARTY** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

|  |
| --- |
| PROJECT ACHIEVEMENTS |
| What were the major accomplishments? |
|   |
| What methods worked well? |
|   |
| What helped you accomplish the project? |
|   |
| Additional Comments |
|   |

|  |
| --- |
| PROJECT CHALLENGES |
| What elements of the project went wrong?  |
|   |
| What specific processes need improvement? |
|   |
| How can you improve these processes in the future? |
|   |
| What were the key problems areas (i.e., budgeting, scheduling, etc.)? |
|   |
| List any technical challenges. |
|   |
| Additional Comments |
|   |

|  |
| --- |
| POST-PROJECT TASKS / FUTURE CONSIDERATIONS |
| List any continuing development and maintenance objectives. |
|   |
| What actions do you still need to complete, and who is responsible for completing them? |
|   |
| List any additional outstanding project items. |
|   |
| Additional Comments |
|   |

|  |
| --- |
| ADDITIONAL NOTES |
| Comments |
|   |

|  |
| --- |
| PROJECT CLOSE ACCEPTANCE |
|  |  |  |
| **PROJECT MANAGER NAME** | **DATE** | **PROJECT MANAGER SIGNATURE** |
|   |   |   |
|  |  |  |
| **SPONSOR NAME** | **DATE** | **SPONSOR SIGNATURE** |
|   |   |   |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |